

# THE TULALIP TRIBES

## Administration Department

### Job Description

**“Contract Position”**

**JOB TITLE:** Museum Fund Development Director

**JOB NUMBER:** TTT-016-07

**NOTE:** Sections in box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form in order to be considered for this position.

The Tulalip Tribes publicly announces that Tribal and Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

Must be able to commit to strive for an successful employment history with Tulalip Tribes or other outside businesses

**EDUCATION: (Please attach all required education documents with application; i.e. diploma, degrees, certificates, etc.)**

- ☐ Bachelor's degree from an accredited College or University **(Please Attach Documents)**
- ☐ Formal Schooling/Training in fund development.

**SKILLS:**

- ☐ Demonstrated knowledge of and skills in strategic and operational planning, accounting, regulatory requirements, grants as they relate to fund development.
- ☐ Demonstrated knowledge and experience in the development and use of media relations, special events, direct mail, collateral, audio-visual presentations, and community and civic organizations as they relate to fund development.
- ☐ Working knowledge in Word, Excel and PowerPoint.
- ☐ Excellent written and oral communication skills.

**EXPERIENCE:**

- ☐ Accredited/Certified by, or membership in a professional fund development organization.
- ☐ Experienced in planning, developing and implementing major fund-raising programs  
(Minimum of Ten (10) years in raising \$5 million or more)

**OTHER REQUIREMENTS:**

- ☐ Must have a valid State Driver's License, proof of valid car insurance and a reliable car. **(Please Attach Documents)**
- ☐ Must have successful work history with Tulalip Tribes and/or other employers.
- ☐ Maintain strict confidentiality at all times.

**Tribal Department:** Administration

**Employee Classification:** Exempt

**Job Summary:** To plan, develop and implement a fund development program for the Museum.

**Employee Reports To:** General Manager

**Extent of Job Authority:** Directs, plans and manages the programs and general operations of the Museum Fund Development for the Tulalip Tribes.

**Specific Duties Performed:**

1. Develop, implement and evaluate a long-term and annual museum fund development plan, budget, and supporting communications materials.
2. Manage the fund development program for the new Tulalip Museum.
3. Develop and manage a gift recognition program; ensure through audits compliance with the gift recognition policy.
4. Support the Fund Development Committee; prepare the agenda as well as required materials for meetings.
5. Prepare and distribute regularly status reports on the fund-development effort.
6. Investigate and effect compliance with any local, state, federal guidelines and requirements for fund development.
7. Ensures for proper accounting and deposits of funds donated.
8. Advise the Tribal Government General Manager, Tulalip Board of Directors and other staff on museum fund development issues.
9. Train, coach and mentor designated Tribal staff in fund-development skills.
10. Supervise fund development staff consultants and contractors.
11. Perform other related duties as assigned.

**Term of Employment:** This is a contract position, required 40 hours per week or 2080 hours a year.

**Pay Range:** \$37.16 to \$52.30 Per Hour (Plus Employee Benefits)

**Opening Date:** January 23, 2007

**Closing Date:** February 6, 2007 @ 4:00 p.m.

**Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31<sup>st</sup> Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 651-3686 or toll free 1 (800) 869-8287, ext. 3686.**